

# **OVERTIME PAY POLICY**

Overtime pay is available only to those employees designated as overtime eligible through job duties analysis by the Human Resources office.

Overtime pay specifically refers to pay at one and a half times the normal rate for hours worked in excess of 40 during a pay week.

Employees are not eligible for overtime pay until they have physically worked 40 hours in the work week. Leave time used during a pay week does not count toward overtime eligibility.

Overtime-eligible employees may be compensated for more than 40 hours in a pay week in which benefit leave was used but will not be paid overtime pay unless time physically worked is more than 40 hours. For example, an employee who uses eight hours of paid leave and works 36 hours during the pay week would be compensated for 44 hours, all as straight time.

Full-time employees working a secondary part-time position at St. Bonaventure are not eligible for overtime pay in any week they use leave time unless time physically at work, across positions, totals more than 40 hours.

If a secondary position causes the employee to become overtime eligible, overtime pay will be based on the secondary position pay rate.

Approved December 13, 2016 (Effective retroactively to the 12/3/2016 pay week)